

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

5 December 1958

SUGGESTION NO. 58-115: dated 12 September 1957

STATINTL

GS-7, Analyst

FI, DD/P

A. Summary of Suggestion

Suggester proposes that the Agency conduct a world affairs orientation course on off-duty hours.

STATINTL

B. Summary of Evaluation

On 10 July 1958, [REDACTED] Chief, Intelligence School, stated:

"The Office of Training instituted an experimental series of four 30-minute noontime lectures, given 20 and 27 June, and 3 and 11 July. These briefings, given by OCI staff members, have so far been well attended. Over two hundred attended the 20 June presentation, seventy-five on 27 June and sixty-five on 3 July. It is to be expected that audience size will fluctuate, with an average attendance of fifty to seventy-five likely.

"It appears therefore that enough interest exists to warrant the organizing effort and to justify the time of OCI briefing officers. The benefit from this activity is entirely intangible, being Agency-wide but affecting most directly personnel in support and other activities where contact with current events information is not a normal part of the job. The Office of Training is aware that benefits accrue to the Agency from these briefings but is unable to assign a dollar value to them."

STATINTL

On 10/23/58, [REDACTED] Office informed this Staff that the average attendance at these weekly briefings was 100 persons.

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On 28 October 1958, [REDACTED] Chief, Plans and Policy Staff, OTR, stated:

"I doubt very much that this suggestion is awardable. I would imagine and do believe that it has been made informally many times before October 1957 and may even have been sent in through the Suggestion system.

"How about a letter of appreciation for making this suggestion at a time when it could be acted upon?"

N.B. Research of SAS files reveals that this is not a duplicate of any other suggestion.

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Sugg. No. 58-115 Contd.

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On 11 December 1958, [REDACTED] speaking for OTR, said that the idea had been discussed a great deal and was finally tried out on a tentative basis because OCI was willing to undertake the work-load. These OCI lectures are largely done by William [REDACTED] in addition to his regularly assigned duties. OCI considers them to be very worthwhile.

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True, no one can discuss Current Events without covering much of the information contained in the New York Times. The fact is that everyone does not read the New York Times. These lectures are classified and go beyond the news in the press.

Col. White and Mr. Dulles have been very interested in this project, to the extent that an attendance list has been sent to them regularly (by grade and assignment, not by name). They were interested to know if the audience were composed of persons who had nothing else to do. It is not. The regular audience is composed of the professional group.

The Director was also interested in the Security aspects which have been resolved by OCI.

This is not an earth-shaking project, but considered to be very worthwhile and very popular.

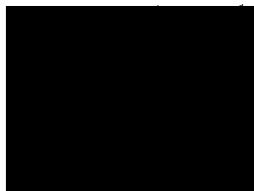
C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-7, Analyst)
2. \$25-50 award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

           Adopted 25 Award            Letter of Appreciation  
           Not Adopted

STATINTL



S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

9 December 1958

25X1A SUGGESTION NO. 58-43: dated 26 July 1957

[REDACTED] GS-6, Fiscal Acct.  
Budget & Fiscal Division, OL, DD/S

A. Summary of Suggestion

Suggester proposed that Form No. 88, Requisition and Shipping Instructions for Supplies and Equipment, be amended to include the following:

I certify that (funds are)(property authorization is) available.  
Obligation Reference No. \_\_\_\_\_ Requisition No. \_\_\_\_\_  
Allotment Account \_\_\_\_\_ Charge Cost Symbol No. \_\_\_\_\_  
\_\_\_\_\_  
(Date) (Signature)

B. Summary of Evaluations

25X1A On 26 August 1958, [REDACTED] Chief, TAS, stated:

"Information received from Special Projects and Planning Staff, Supply Division, Office of Logistics, disclosed that headquarters utilizes approximately 90 percent of the available stock of Form 88 and that field stations utilize the remaining 10 percent. Since under current procedures the inclusion on Form 88 of the suggested certification block would be applicable to only Forms 88 utilized by headquarters components, it is recommended that the proposal be adopted but inserted on the form under a caption 'For Use at Headquarters Only'."

25X1A On 26 September 1958, [REDACTED] Chief, Admin Staff, OL, stated:

"...The problem created by obliteration of Form 88 content through use of a P.A. stamp has been recognized for some time by Logistics. It is further recognized that Form 88 needs revision to incorporate other changes. Consistent with workload, a new format will be finalized for Agency use and will include, among other changes, provision for P.A. certification."

25X1A On 28 November 1958, [REDACTED] Acting Chief, Admin Staff, OL, stated:

"The Office of Logistics has recognized the need for a revision of Form 88 ever since Property Authorization procedures became effective. However, there is no documentary evidence of this fact prior to September 1957, when a combined Requisition-Shipping Document was drafted. Since the suggestion is dated July 1957, it must be considered as an original thought and eligible for an award.  
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Sugg. No. 58-43 Contd.

"Approximately 1600 requisitions per month are processed with Property Authorization data. If the suggestion is adopted, actual savings by budget officers would be \$100 per month based on a two-minute reduction in time, plus slight intangible benefits due to a neater requisition without the PA stamp obliterating pertinent data and a \$25-\$50 savings in stamps a year."

N.B. A check with the records of the new Form 88, which has been ordered, reveals that all items suggested have been provided for with one exception -- the new form does not show "Obligation Reference No." because a new numbering system has been developed which makes better use of the Requisition No. and Voucher No. and cancels the need for the Obligation Reference No.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-6, Fiscal Acct.)
2. \$60.00 award based on Tangible Savings of \$1,250.00.  
(\$100 per month saving in time, plus \$50 saving in stamps)

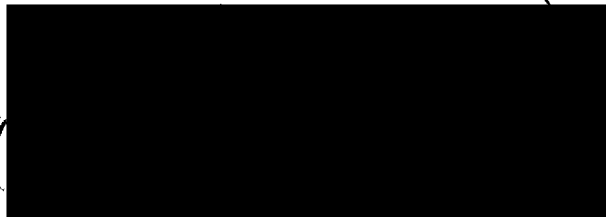
D. Decision of Committee

☒ Adopted

☒ 15 Award

☐ Letter of Appreciation

☐ Not Adopted



25X1A

*Chairman: Base on Intangible - Extended slight*

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Sugg. No. 2902 Contd.

This suggestion was referred to the U.S. Army and Air Force for possible application in their departments. They found it of no value to their communications operations.

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On 18 November 1958, [REDACTED] Chief, Engineering Staff [REDACTED] stated:

"It is believed that Employee Suggestion No. 2902 warrants an award. Although the suggestion has been implemented with definite benefits to a specific operation, the extent of these benefits is difficult to measure in dollars and cents..... This Division believes that the suggestion falls in the area of Moderate Benefit to a Limited Application. An award of \$100 is recommended."

25X1A

On 5 December 1958, [REDACTED] informed this Staff that this suggestion is not line-of-duty. The suggester is not expected to modify equipment in the normal course of his duties. (See TAB A)

C. Recommendation of Executive Secretary

1. Not line-of-duty (GS-12, Asst. Chief, Engineer)
2. \$50-100 award based on Intangible Benefits (Moderate-Limited)

D. Decision of Committee

25X1A

_____ Adopted	_____ Award	_____ Letter of Appreciation
_____ Not Adopted	[REDACTED]	

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TAB A

Sugg. No. 2902

Statement Concerning Suggester's Duties

STATSPEC The Assistant Chief, Engineering Staff, [REDACTED] carries a GS-13 grade. Because of construction and engineering problems in the field, a GS-13 engineer has not yet been brought into this position, although such is planned for the near future. To date [REDACTED] Assistant Chief Engineers, GS-12, have been serving in the [REDACTED] headquarters #2 engineering position. Because of the difference between the grade of the position and the grade of the incumbents, it has not been expected that the latter would serve in the full capacity specified by the job description. Duties have been assigned accordingly.

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STATSPEC It would certainly not be expected that a GS-12 engineer would solve a technical problem for a [REDACTED] engineering staff, headed by a GS-13.

STATSPEC Suggester was sent to the [REDACTED] to help the maintenance engineer determine the reason why a specific intercept could not be made. The manner in which he isolated the problem and overcame it with basic equipment modifications was definitely above and beyond what was expected of him. His identification of the cause of nonintercept and his modifications to reestablish intercept were so meritorious as to merit special recognition.

/s/

25X1A

[REDACTED]  
Chief, Engineering Staff, [REDACTED]  
12 December 1958

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